**Effective Family Meeting Worksheets**



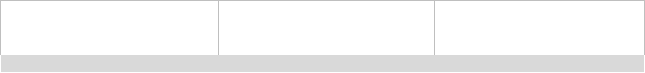
**Location**

**When can we meet and for how long? Where can we meet?**



**Meeting Times**

**Meeting Date**



1.

**Agenda Item**

1.

**Problem**

**Agreement**



**Worksheet A: Planning Outline**

**Family Name/s**

**Why meet? (Objective/s for an upcoming family meeting)**

2.

3.

**What do we want to cover at the meeting?**

**Informational**

**Discussion**

**Decision**

**Who needs to be included? (Persons to invite)**

**What are their roles?**

2.

3.

4.

5.

6.

7.

8.

9.

10.

**How can we create a safe and productive meeting space? (Ground rules/meeting agreements)**

1.

2.

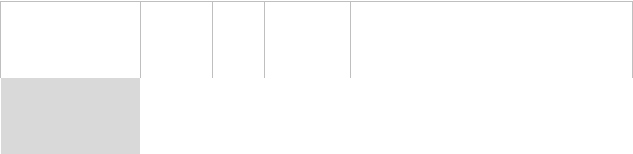
3.

4.

5.

6.

**Worksheet B: Agenda Format**

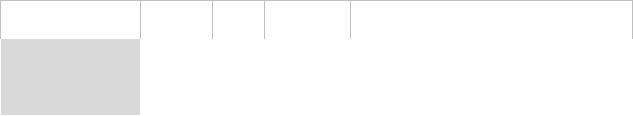
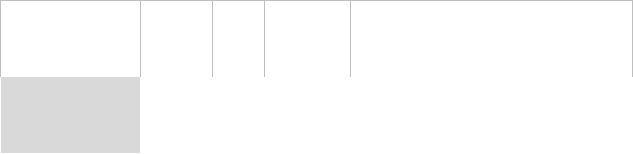


**Item A:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(light)

*Informational? Discussion? Decision?*



**Item B:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(medium-heavy)

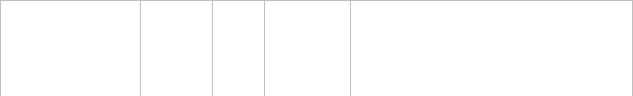
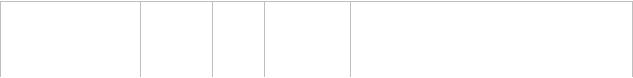
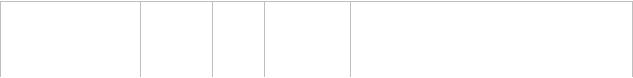
*Informational? Discussion? Decision?*

**Item C:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(medium-light)

*Informational? Discussion? Decision?*



**Meeting date & time:**

**Location:**

**Facilitator/s:**

**Agenda planner/s:**

**PROPOSED AGENDA**

**Minutes**

**Start**

**Lead**

**Notes**

**time**

**person/s**

*Activity? Expected outcome?*

**Opening &**  
**Objectives for**

**the meeting**

*Review objectives, agenda, &  meeting*  
*agreements.*

**Break / meal**

*\*Take breaks every 90 minutes.*

**Review action**  
**items**

*Define & record all action items.*  
*Define next meeting and roles.*

**Close**

*Can include appreciations/family*  
*rituals.*

**NEXT MEETING**

**Date & time:**

**Location:**

**Facilitator/s:**

**Agenda planner/s:**

**Other roles:**

**Worksheet C: Proposal Format**



**Proposal title**

**Action requested**

**Lead person/s**

**Scheduled for discussion**

**Scheduled for decision**

**Summary**

**Background**

**Rationale**

**Opportunities to generate resources**

**Resources needs**

**Action items to follow**

**Possible benefits**

**Potential difficulties**

**Alternatives**